



EFFECTIVE PRESENTATIONS AND PUBLIC SPEAKING

CURRICULUM & COURSE SCHEDULE

PART 1: BUSINESS PRESENTATIONS

SESSION 1: EFFECTIVENESS OF SLIDES OFTEN IGNORED (PART 1)

How to make slides
Effective use of titles and sub-topics
Fonts, Style, and much more

SESSION EXERCISE: Live session on Presentation slides

SESSION 2: EFFECTIVENESS OF SLIDES OFTEN IGNORED (PART 2)

Learning from experience and mistakes

SESSION 3: STUDY OF IMPACTFUL SPEAKERS WITH A UNIQUE LENS

Business Speakers
News Readers
Celebrities

SESSION 4: STRUCTURE OF THE PRESENTATION

How many slides
What kind of slides

SESSION 5: FINAL TOUCHES TO MAKE SLIDES MAGICAL

Colour
Content
Closing

PART 2: PUBLIC SPEAKING

SESSION 6: INTRODUCTION TO THE HIDDEN WORLD OF SPEAKING

What are the secrets of body language?

SESSION 7: OUR TONE MATTERS

SESSION 8: ARE THERE ANY RULES OF PUBLIC SPEAKING?

Content
Value
Relevance

SESSION 9: **EFFECTIVE SPEAKING**
Do's and Don'ts of public speaking

SESSION 10: **REAL TIME RECORDING WITH FEEDBACK**
Individual recording with comments

SESSION 11: **HOW TO HANDLE QUESTION/ANSWERS SESSION**

SESSION 12: **PERSUASION AND SPEAKING SKILLS**
PRE-SESSION READING: Harnessing the Science of Persuasion, Video clippings and analysis

SESSION 13: **CLOSING**